

# I have a question..

## Who do I call?



<b>CONCERN</b>	1st Contact	2nd Contact	3rd Contact	4th Contact
<b>Athletics</b>				
Student conflict during athletic practice	Coach	Athletic Director	Building Principal	Superintendent
Student treatment by a coach	Coach	Athletic Director	Building Principal	Superintendent
<b>Building-specific</b>				
Student conflict in classroom	Classroom Teacher	Building Assistant Principal (if applicable)	Building Principal	Superintendent
Punishment student was given by a teacher	Classroom Teacher	Building Assistant Principal (if applicable)	Building Principal	Superintendent
Student conflict on the playground or during lunch	Building Assistant Principal (if applicable)	Building Principal	Superintendent	
Grade student received on a report card	Classroom Teacher	Building Principal	Assistant Superintendent of Instruction	Superintendent
<b>Fitness Center/Pool</b>				
Facility Use of Fitness Center/Pool	Fitness Center/Pool Coordinator	HS Athletic Director	Assistant Superintendent of Finance & Operations	Superintendent
<b>Food Service</b>				
School Lunch Account	Food Service Secretary	Food Service Supervisor	Assistant Superintendent of Finance & Operations	Superintendent

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<b>Maintenance/ Custodial</b>				
Concerns with facilities, safety or cleanliness	Building Secretary or Principal (SchoolDude, unless an emergency - i.e. fire, flood)	Buildings and Grounds Supervisor	Assistant Superintendent of Finance & Operations	Superintendent
<b>Security</b>				
Building Safety	Building Principal	Security Resource Officer	Assistant Superintendent of Finance & Operations	Superintendent
<b>Special Education</b>				
Request for Services	Building Principal	Special Education Director	Assistant Superintendent of Instruction	Superintendent
Concerns with services or placement	Special Education Teacher	Building Principal	Special Education Director	Assistant Superintendent of Instruction
<b>Technology</b>				
Concerns with student technology and/or device	Technology Helpdesk	Director of Technology and Media Services	Assistant Superintendent of Instruction	Superintendent
<b>Transportation</b>				
Student conflict on the bus	Bus Driver	Transportation Supervisor	Assistant Superintendent of Finance & Operations	Superintendent
Student conflict with a bus driver	Transportation Supervisor	Assistant Superintendent of Finance & Operations	Superintendent	

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### **Administration**

Superintendent's Office (269) 792-2181

Asst. Superintendent of Finance & Operations, (269) 792-2181

Asst. Superintendent of Instruction, (269) 792-2181

### **Departments**

Athletics - High School, (269) 792-2254

Athletics - Middle School (269) 792-2306

Community Education, (269) 792-9153

Fitness Center/Pool, (269) 792-0011

Food Service, (269) 792-3150

Maintenance/Facilities, (269) 792-2012

Security, (269) 792-2254

Special Education, (269) 792-3069

Technology, (269) 792-6611 or [helpdesk@waylandunion.org](mailto:helpdesk@waylandunion.org)

Transportation, (269) 792-2262

### **Schools**

Baker Elementary, (269) 792-9208

Steeby Elementary, (269) 792-2281

Dorr Elementary, (616) 681-9637

Pine Street Elementary, (269) 792-1127

Wayland Union Middle School, (269) 792-2306

Wayland Union High School, (269) 792-2254

More info at [www.waylandunion.org](http://www.waylandunion.org)